

PART III – LIST OF OTHER DOCUMENTS,
EXHIBITS AND OTHER ATTACHMENTS

SECTION J

SECTION J - APPENDIX C

SUBCONTRACTING PLAN FOR SOCIOECONOMIC PROGRAMS

FY1999 SUBCONTRACTING PLAN SOCIOECONOMIC PROGRAMS

It is Battelle policy and continuous commitment to support the Socioeconomic objectives of the U.S. Government. In so doing, required supplies and services shall, to the maximum extent practicable, be obtained from Small, Small Disadvantaged and Woman-Owned Small Business with preference, when possible.

In keeping with the above policy, Battelle and DOE have established the following Subcontracting Plan (this Plan). This Plan shall remain in effect for the period of performance specified in the schedule. The annual goals will be negotiated and established by written agreement between the Contracting Officer and Battelle. The established goals will be incorporated into this Plan by letter and will not require a contract modification.

I. FY 1999 GOALS

- A. Based on an estimated operating budget for FY 1999 of \$510,000,000 and an estimated adjusted procurement volume of \$118,000,000, Battelle's goals are to:
1. Award 45.0 % to Small Business concerns, estimated at \$53,100,000.
 2. Award 6.0% to Small Disadvantaged Business concerns, estimated at \$7,080,000.
 3. Award 3.0% to Woman-Owned Small Business concerns, estimated at \$3,540,000.
 4. Award 55.0% to Large Business concerns, estimated at \$64,900,000.

Note: Commodities and services awarded do not change significantly from year to year. Awards to Large Business consist of special computer hardware, analytical testing, and waste remediation services.

B. In reviewing the possibilities for Small, Small Disadvantaged and Woman-Owned Small Business, through lower tier Subcontractor/Supplier efforts, the following objectives have been established:

Small Business	50.0%	\$1,200,000
Small Disadvantaged Business	3.0	72,000
Woman-Owned Small Business	2.0	48,000

These efforts have been projected in consideration of anticipated procurements which are likely to require Subcontracting Plans from lower tier Subcontractors/Suppliers. These efforts will be further defined in pre-award conferences during which we will promote usage of Small, Small Disadvantaged and Woman-Owned Small Business.

The results of lower tier efforts will be collected periodically and maintained in the official file. Such data will be reported periodically on a cumulative basis.

- C. The goals and the estimated total dollars to be awarded are based upon a growth situation. When Battelle's financial plan and level of funding are more clearly established, Battelle may choose to submit a revision to this Plan as appropriate with any significant changes. An additional factor is fewer qualified Small, Small Disadvantaged and Woman-owned Small Business, sources.
- D. Goals must be realistic to present the proper challenge to the staff who are ultimately responsible for goal achievement. The percentage goals in A. above, based on past performance and future projections, will present such a challenge.
- E. These goals are accumulated based on subcontracts and purchase orders placed and do not include other indirect costs. Also the estimate of total dollars to be awarded includes all dollars to be awarded under Contract DE-AC06-76RL01830 with the exception of those dollars awarded to other DOE integrated Contractors, Battelle Inter-laboratory Authorizations, other Federal Agencies, State and Local Governments, awards to sources directed by DOE, educational institutions, non-profit/not-for-profit organizations, the international Nuclear Safety Program, and firms outside the U.S.A.
- F. The principal products and services to be obtained in support of this Plan are those generally associated with an extremely diverse research and development environment. Small, Small Disadvantaged and Woman-Owned Small Businesses, will generally supply a major portion of the following goods and services:

Electronics, electrical supplies, building hardware and supplies, paint, special studies, laboratory supplies and services, animal food, chemicals, janitorial supplies, computer software and hardware, industrial hardware, abrasives and cut-off wheels, office supplies, support services, and water quality surveys.

II. BATTELLE SUBCONTRACTING PLAN ADMINISTRATOR

Battelle's Small Business Liaison, Ken Renteria, is responsible to the Manager, Contracts, and will administer this Subcontracting Plan. Any change in the name of the Small Business Liaison will be communicated without delay to the Contracting Officer. Responsibilities of the Small Business Liaison include:

Serve as Battelle's Small, Small Disadvantaged and Woman-Owned Small Business Liaison Officer.

Maintain business directories from Regional Minority Purchasing Councils and other sources to expand and keep current listings of Small, Small Disadvantaged and Woman-Owned Small Business sources.

Participate as Battelle representative in Small, Small Disadvantaged and Woman-Owned Small Business Trade Fairs, specifically directed toward offering opportunities for participants to do business with Battelle.

Participate in trade associations, business development organizations and conferences to locate and identify Small, Small Disadvantaged and Woman-Owned Business sources.

Counsel and discuss subcontracting opportunities with potential Small, Small Disadvantaged and Woman-Owned Business firms, and arrange appropriate assistance to these firms as required and practicable.

Provide statistics to Battelle management on progress toward established goals and recognition of significant Contract Specialist performance in this area.

Hold periodic training and other meetings with the Contracts staff on the Socioeconomic Programs.

Conduct periodic meetings and otherwise communicate with Battelle organizational components covering Battelle's Socioeconomic Programs

Support Small Business Administration (SBA) activities.

III. ADMINISTRATION BATTELLE'S SUBCONTRACTING PLAN

Battelle staff is committed to offering a fair and equitable opportunity for Small, Small Disadvantaged and Woman-Owned Small Business concerns, to compete for the goods and services required to support our ongoing research.

Battelle responds either verbally or in writing to each request received from firms that desire an opportunity to compete for purchase order/subcontract business.

A computerized listing of Small, Small Disadvantaged and Woman-Owned Small Business concerns is maintained by the Contract Support organization.

The Small Business Liaison may participate in the screening of purchase requisitions and may add suggested Small, Small Disadvantaged and Woman-Owned Small Business concerns as potential sources for Contract Specialist consideration.

Staff members are encouraged to use the Procurement Automated Source System established by the SBA and have been advised of and have electronic access to the SBA's new Pro-Net internet-based electronic search tool for locating Small, Small Disadvantaged, Woman-Owned and SBA 8(a) certified businesses.

When appropriate, procurements may be synopsized in the Commerce Business Daily in

an effort to locate additional qualified Small, Small Disadvantaged and Woman-Owned Small Business, concerns for participation.

IV. FLOW-DOWN REQUIREMENTS TO BATTELLE SUBCONTRACTORS

Each purchase order/subcontract action \$100,000 and above placed in furtherance of Prime Contract DE-AC06-76RLO1830 will include the clause: "Utilization of Small, Small Disadvantaged and Woman-Owned Small Business Concerns."

Lower Tier Subcontracting Plans are each reviewed and approved by Battelle's Small Business Liaison. Contact is established with the Lower Tier Subcontractors Plan Administrator to offer assistance in identifying potential Small, Small Disadvantaged and Woman-Owned Small Business sources and establish quarterly reporting requirements to monitor performance.

Battelle's Procurement Policies Manual contains instructions to staff to include in all solicitations for negotiated procurements amounting to \$500,000, or more, and which will offer subcontracting opportunities, the requirement to develop and adopt a Small, Small Disadvantaged and Woman-Owned Small Business Subcontracting Plan as required by Public Law 95-507, and/or implementing Federal Acquisition Regulations.

V. PERIODIC REPORTING AND COOPERATING WITH DOE & SBA

Battelle will submit such periodic reports, as may be required by DOE or the SBA, in order to determine the extent of compliance with this Subcontracting Plan.

Battelle will cooperate in any studies or surveys conducted by DOE or SBA, by furnishing requested available statistical data.

VI. MAINTAINING RECORDS

Computerized reports are used to track progress toward achievement of goals. These reports are used to prepare monthly and quarterly reports (more frequent if requested) summarizing activity and progress related to compliance with the Subcontracting Plan.

In support of this Plan, Battelle will maintain the following records:

Source lists, guides and other data that identify Small, Small Disadvantaged and Woman-Owned Businesses.

Organizations contacted to locate Small, Small Disadvantaged and Woman-Owned Businesses.

Record of outreach efforts and contacts with trade associations, business development organizations, and conferences and trade fairs to locate Small, Small Disadvantaged and Woman-Owned Businesses.

Plan Approval: ---Signed by Theodore N. Turpin Jr. --- Date: 10/15/98
Contracting Officer

